Why are production records a good idea and important to maintain? Good recordkeeping is part of any successful food service operation!

Welcome to Production Record Training for School Nutrition Programs.

2 clicks each reg comes up separately.

1. A. In order to participate in School Nutrition Programs, a sponsor must maintain records to demonstrate compliance with Program requirements. (7 CFR 210.15)

2. B. Production Records demonstrate compliance by showing how the meals offered contribute to the required food components and food quantities for each grade group every day. (7 CFR 210.10)

Production records are the documentation a sponsor needs to show that the meal met meal pattern requirements. The meal, when averaged over a five-day period of time, met nutrient standards. Meals that are served and claimed for federal reimbursement meet all requirements.
Changes in Production Records for the New Meal Pattern

1. Document Vegetable Sub-Groups
2. Document Weekly Requirements
3. Document planned food quantity to serve adequate fruits and vegetables to all students.

3 clicks to circle each change

There are some very important changes in the production record in order to document requirements in the New Meal Pattern that started with the 2012-2013 school year.

- It is now required to document that all of the vegetable sub-groups are served over a week and in the correct amounts.
- The new production record, when completed, will document that the sponsor has met the weekly requirements for vegetable subgroups, meat/meat alternates and grains.
- It will also show that the menu planner has planned food quantities to serve an adequate amount of fruits and vegetables to all students. For schools participating in offer vs serve, completed production records provide documentation that all students were served at least ½ cup of fruits, ½ cup vegetables or a ½ cup combination of fruits and vegetables.

Be Sure To Only Use The Current Meal Production Record

Electronic with Menu Planner
Paper using the Paper Menu Planner

5 clicks

Current Meal Production Records
ODE CNP has created 2 different types of lunch production records and they are available on our website. There is also a new breakfast production record for the 2013-2014 school year. There is a real value to using the electronic production record that goes with the menu planner that should be completed weekly. Much of the information entered into the menu
planner will flow through to the daily production record saving time. There is also a paper Meal Production Record that can be used daily. Even when using the paper version of the production record, the weekly planner should be completed. (Click) So – toss out any old versions of Meal Production Records and start using the new ones!

Slide 5

What If A Sponsor Chooses to not use one of the ODE Meal Production Records?

- Contain all of the required elements

Requirements of a Production Record

It is recommended that sponsors use either the electronic or paper Meal Production Records that have been developed by ODE-CNP. If a sponsor chooses to not use one of the ODE Meal Production Records:

- Sponsors can develop their own production record, or use the production record that goes with a USDA approved meal planning software program.
- In either case there must be a production record with all of the required elements on it.

Slide 6

Required Elements for Production Records

- Grade group
- Meal Type
- Date of planned meal
- Planned menu items
- Planned number of reimbursable meals to be served to students

The next few slides will list the required elements for a production record. The production record should show which grade group the menu is planned for. The grade group choices are K-5, 6-8, and 9-12. There is overlap in the meal component portion size and calorie requirements for K-5 and 6-8. These 2 grade groups can be combined on 1 production record. A separate production record should be completed for each grade group unless the menu planner is able to clearly identify and separate menu items and portion sizes.
planned for each grade group.

The production record should list the meal type, for example breakfast or lunch.

The date that the meal is served needs to be on the production record.

In order to prove that daily and weekly meal components are met: the planned menu items, and information on how these menu items credit towards the meal pattern should be documented on the production record.

The production record should also include the number of students that the menu is planned for.

The production record should show if the menu is served under offer vs serve provisions.

Space needs to be provided to list information used to credit the menu items. This includes references for recipes and for processed-type foods. For a recipe you might list the recipe number on the production record. For a processed food list the product name and code number.

Production records must show the portion or serving size for each menu item. For example a slice of pizza may have a portion size of 1 slice or 2 slices. For pizza you would also need to list somewhere how many ounce equivalents of meat/meat alternate and how many ounce equivalents of grain
are in the portion size listed on the production record. Fruit or vegetable serving size must be listed in cups such as ½ cup or ¾ cup.

The menu planner should indicate the total number of servings planned for each food item. One of the meal pattern requirements is the full portions of all 5 meal components are planned for each student. For example the daily requirement for grain in grades 9-12 is 2 oz equivalents. If the menu is planned for 200 students, the production record should indicate that at least 200 servings of at least 2 oz equivalents of grain is planned for each student.

The planned quantity of food identifies how much will need to be ordered to serve full planned portions to the number of students the menu item is planned for. The food buying guide should be used to calculate the amount of food needed to meet the meal pattern.
Document the number of servings offered to students which are reimbursable and the number of meals offered to adults which are not reimbursable separately on the production record.

The number of students who walk past the point of service with a reimbursable meal should be documented on the production record.

The actual number served documents the items that are actually taken by the students.

Leftovers are sometime calculated by subtracting what is offered from what is served. In other cases what is offered is calculated by subtracting what is left over from what is served.

If a food item is substituted or added any time after the menu is planned or on the day of service, this item needs to be listed on the production record.

You also need to show how many non-reimbursable food items were served. These items include a la carte items, menu items served to adults and seconds.
Optional Elements for Production Records

✓ Food Safety Guidelines

You need to have a documented food safety plan. Some sponsors choose to include time and temperature on the production record. This information could be recorded on a separate form and is therefore not a required element of the production record.

Production Record Review

✓ Planned
✓ Offered
✓ Served
✓ Leftover

The planned section of the production record documents that the planned menu meets all meal pattern requirements both daily and weekly.

The offered section documents that adequate portions are offered to students. If a school is not participating in offer vs serve the planned and the offered will likely be the same unless the menu items are adjusted up or down due to an increase in the number of students on a given day. The menu may have been planned weeks or months in advance.
The Served section documents what the students take. This section provides the documentation needed to show that students are taking the required quantity of fruits and or vegetables.

Leftover is the difference between what is offered and what is served.

There are pluses to using a production record beyond just being required.

It is a good idea to ensure a successful food service operation.
It is also a working document to record and track what foods were used.
It provides information to the kitchen staff when preparing meals as to what recipes are to be prepared.
It also will tell service staff what portion size to serve to assure that there is adequate food to serve all students.
And most important, it is record of information of what was planned, prepared and served every day.
Slide 15

Production Record Resources
- New Meal Pattern Resources - Oregon Department of Education
- School Breakfast Program - Oregon Department of Education

Use this link on this slide to find production record resources and other helpful menu planning information.

Slide 16

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